

Items needed for the CACFP review

Documents:

- Copy of your contract to operate the CACFP
- Current child care license posted
- Civil Rights, WIC and Federal Relay posters posted
- Documentation of annual training to staff about the CACFP and civil rights
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- Income Eligibility Forms (IEFs)
- Report of sanitation inspection from previous 12 months
- Parent Handbook/Information given to parents that contains mention of the CACFP and civil rights

If a non-profit organization:

- Board chair name, home address, date of birth
- Minutes of the most recent board meeting that mentions the CACFP

For the month of review:

- Menus
- Food Production records
- Meal Participation Record
- Monthly Attendance Records (Free, Reduced & Paid)
- Original receipts for food and milk purchases
- Payroll documents for cook & CACFP administration
- Payment documentation and pink worksheet